

Section 9.4 FUNCTIONS MENU

TKU Processing

Missing Tab (Generate Timesheet)

Purpose	This section provides the procedures to display employees who have not submitted a timesheet for a selected pay period by using the Missing tab. Users may generate a timesheet for an employee who is listed in the Timesheet window based on his/her default work schedule or standard hours. A timesheet with zero hours may also be generated.
Tab	Missing
Reminders	<ol style="list-style-type: none"> 1. The Missing tab is accessed through the Functions, TKU Processing items on the menu bar. 2. All employees within a TKU must have a timesheet submitted before any of them can be released. The <u>number</u> of employees who did not submit a timesheet are identified on the TKU Review tab. The Missing tab identifies <u>who</u> the employees are. Once the employee is identified a user may view an employee's timesheet by accessing Data Collection, Time tab or the Data Collection Inquiry window. If a timesheet has been saved, a 'Y' displays in the TA field on the Selection List window. 3. A timesheet may be generated at any of the steps in the TKU process (audit, certify or release) based on an employee's default work schedule (if one exists), standard hours or zero hours. <p>A zero hours timesheet may need to be generated for employees who have no hours to report for the current pay period (i.e., employee is out on sick leave and has exhausted their sick leave usage or employee has departed but the departure has not been processed yet).</p> <p><i>Continued</i></p>

Missing Tab

Reminders (Continued)	<p>4. A timesheet must be submitted for each employee or the system will automatically generate one based on the following:</p> <ul style="list-style-type: none">■ Standard hours for full-time employees■ Average hours for PI and part-time employees■ Zero hours for non-career, Special Personal Services (SPS), or employees with pending final pay
References	<i>No Specific References</i>

TKU Review Tab

The following window is displayed when the selection criteria information has been entered and the TKU Review tab is selected. The TKU Review tab displays the Total Number of Employees window which indicates the number of employees who have submitted timesheets and those that are missing. Click the Missing tab to display the employee names. The Missing tab is displayed on the following page.

DCDS						
TKU Processing						
Selection TKU Review TA Summ. Missing Warnings Release Emp Dtl Emp Info						
Dept. : 19 Agy : 01 TKU : 102 PP End Dt. : 03/23/96						
Total Number of Employees		TKU Employees				
Total Employees	Missing Timesheets	Name	Hours Type	Hours	Apprv	Warnings
3	1	Herrmann, Vicki	REG1	16.0		Y
		Sumo, Choo	REG1	80.0		Y
		Total :		96.0		
Total Number of Hours						
Hours Type	Hours					
REG1	96.0					
Totals :	96.0					
<div style="text-align: right;"> <input type="button" value="Audit Complete"/> <input type="button" value="Certify"/> </div>						
<div style="text-align: right;"> <input type="button" value="Modify"/> <input type="button" value="Close"/> </div>						

Ready

Missing Tab

The Missing tab is not activated until the selection criteria information has been entered, the TKU Review tab clicked and there are timesheets that have not been submitted. The following window is displayed when the Missing tab is clicked. The fields displayed and the steps to generate a timesheet are described on the following pages.

The screenshot shows a software window titled "DCDS 03.03.01" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "TKU Processing" and contains several tabs: Selection, TKU Review, TA Summ., Missing (selected), Warnings, Release, Emp Dtl, and Emp Info. Below the tabs, there are fields for "Dept.: 59", "Agt.: 01", "TKU: 001", and "PP End Dt. 08/04/01". The "Missing Timesheets" tab is active, displaying a table with three columns: Name, SSN, and Effective Date. The table lists ten employees. Below the table are two buttons: "Generate Timesheet" and "Generate Zero Timesheet". At the bottom of the window are navigation buttons: "<=", ">=", "Modify", and "Close". The status bar at the bottom left shows "Ready".

Name	SSN	Effective Date
AMATO, GREIG EUGENE	590-10-1162	01/01/2000
CHALGIAN, VIESTURS ANTHONY	590-10-1486	09/26/1982
DABROWSKI, PRATIN J	590-10-6979	09/30/1990
DEBROT, FUAD W	590-10-6838	08/05/1979
DIBERT, FRAZIER J	590-10-6934	11/15/1998
DRAGO, LEIRON P	590-10-2076	08/16/1992
DRAVES, ADELL K	590-10-2046	11/15/1998
FABER, CONNIE	590-10-5497	06/04/1995
FABIANO, MASON A	590-10-5502	12/03/1995
FRALEY, STEPHANY K	590-10-2292	08/22/1999
FRANKHART, WRIGHT E	590-10-1941	01/24/1988

DCDS Input Procedures

Missing Tab (Generate Timesheet)

The following information is displayed:

Field Name	Description
Name	The employee's name.
SSN	The employee Social Security Number.
Effective Date	The Effective Date of employee's current position.

Follow the steps below to generate a timesheet.

Step	Field Name	Action
1	Generate Timesheet	<p>The name of employee(s) that have not submitted a timesheet will be displayed in the Missing Timesheets window. Highlight the name(s) or use Edit-Select All from the main menu bar to select which employees need a timesheet generated. Click on the Generate Timesheet button. Timesheets will be generated for all those highlighted.</p> <p>Note: A timesheet reporting the default or standard hours will be generated and is ready to be released. The Missing Timesheets window will be updated.</p>
2	Generate Zero Hours Timesheet	<p>Highlight the name(s) or use Edit-Select All from the main menu bar in which a zero hours timesheet will be generated. Click on the Generate Zero Hours Timesheet button.</p> <p>Note: A timesheet reporting the zero hours will be generated and will be ready to be released. If each employee does not have a timesheet submitted by the time the TKU is released, a system generated timesheet will be released reporting the employee's standard hours.</p>

**DCDS Input Procedures
Missing Tab (Generate Timesheet)**

Step	Field Name	Action
3	Close Button	<p>Click the Close button to close the window <i>or</i> do one of the following:</p> <ul style="list-style-type: none">■ To view an updated status of time information for a TKU, click on the TKU Review tab. The Total Number of Employees window displays a total of missing timesheets for a TKU.■ If displaying additional TKU processing data, click on the appropriate tab(s).